



## NOAA CAMS INTEGRATED TRAVEL MANAGER DISPATCH

November 2003

### Did you know that...

The Federal Travel Regulations (FTR 301-52.7) state that travelers in a continuous travel status must submit a voucher every thirty days. If a traveler is in a travel status for an extended period of time, they must submit multiple vouchers rather than waiting until they have completed the trip. When the extended trip vouchers are prepared, the user should use the same trip **Type** in the Itinerary window that was selected on the authorization (Single-Domestic or Single-Foreign), under no circumstances should the user select a trip **Type** of Reclaim. It is extremely important that the vouchers are properly prepared so that the traveler is reimbursed for the allowed lodging and meals expenses. The system determines how to calculate the amount of lodging and M&IE a traveler is entitled to by using the data entered in the **Depart** and **Return Location** fields in the Itinerary window. An improperly prepared extended trip voucher could result in an under (or over) payment to the traveler, requiring the submission of a reclaim voucher(s) or a bill for collection, and may delay reimbursement to the traveler.

### How is an extended trip voucher different from a standard TDY voucher?

There is really not much difference between the two, other than for an extended trip you are submitting multiple vouchers and for a standard TDY trip you are submitting only one voucher. For both types of vouchers the traveler is still entitled to 3/4 of the allowable M&IE rate on the first and last day of the trip and no lodging is allowed on the last day.



### Let's see if an example will help shed some light?

For example, the traveler is on temporary duty for 90 days from May 12-August 9. Therefore the traveler would be entitled to 3/4 of the allowable M&IE rate on May 12 and August 9, and no lodging would be allowed on August 9. All the other days (May 13-August 8) the traveler would be entitled to full lodging and M&IE.

### How would I create the first voucher for this trip?

The first voucher created would cover May 12-June 10, the first thirty days of the trip. The Itinerary window should have Single-Domestic or Single-Foreign selected in the trip **Type** field, the **Depart Location** field should have the traveler's residence or duty station selected and the **Return Location** field should have "IN TRAVEL STATUS" selected. By selecting the traveler's residence or duty station in the **Depart**

**Location** field, the system will calculate 3/4 of allowable M&IE rate on May 12 and by selecting "IN TRAVEL STATUS" in the **Return Location** field, the system will allow lodging and calculate the full allowable M&IE rate on June 10.



### How would I create the second voucher for this trip?

The second voucher created would cover June 11-July 10, the second thirty days of the trip. The Itinerary window should again have Single-Domestic or Single-Foreign selected in the trip **Type** field, the **Depart Location** field and the **Return Location** field should both have "IN TRAVEL STATUS" selected. By selecting "IN TRAVEL STATUS" in both the **Depart Location** and **Return Location** fields, the system will allow lodging on July 10 and calculate the full allowable M&IE rate on June 11 and July 10.

### How would I create the third (or last voucher) for this trip?

The third voucher created would cover July 11-August 9, the last thirty days of the trip. The Itinerary window should again have Single-Domestic or Single-Foreign selected in the trip **Type** field, the **Depart Location** field should have "IN TRAVEL STATUS" selected and the **Return Location** field should have the traveler's residence or duty station selected. By selecting "IN TRAVEL STATUS" in the **Depart Location** field, the system will calculate the full allowable M&IE rate on July 11 and by selecting the traveler's residence or duty station in the **Return Location** field, the system will not allow lodging, but will calculate 3/4 of allowable M&IE rate on August 9.

You can refer to exercises 18 and 19 in the Document Preparation Training Manual v8.1 for more detailed instructions on how to prepare "IN TRAVEL STATUS" vouchers. If you require assistance while preparing a document, please contact your servicing Finance Office.

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